

## Application to change programme of study

### Part A: Student details *Please type or print in block capitals*

First name  Surname

Student number  Department

#### Current

Programme of Study

Date your studies began  /  /  Current year of study e.g. Year 1

Mode of attendance Full-time  Part-time

New Programme of Study

Year of study (new programme)

Mode of attendance (new programme) Full-time  Part-time

#### Disclaimer

I understand it is my decision to transfer at this stage and any additional work I have been asked to complete by the department is necessary in order to transfer into the new programme. I am aware that although my new department(s) will give reasonable assistance with any additional work I have to undertake, it is my responsibility to carry out that work. The academic outcome will depend on my taking on any extra work and being able to cope with the extra workload which may inevitably result from a transfer at this stage in my academic process. Therefore I understand that this additional workload will not be accepted as a Mitigating Circumstance or grounds for appeal.

Signed  Date  /  /

**NOTE!** You will receive notification of this change after the effective from date. In some circumstances this may be in the following academic year. You will be informed if the transfer request has not been approved.

## Part B – To be completed by the Head of Department of the current programme

This section must be completed for any programme change that involves meeting a progression requirement. Please include any relevant comments on the student's current academic standing / performance / attendance below or on a separate sheet (to be attached to this form). This progress report must be signed by the Chair of Board of Studies. Please ensure you have explained what the student will have completed at the point they transfer programme.

**HoD**  
(please print)

(of original programme/route)

**Signed**

**Date**

/ /

## Part C – To be completed by the new Head of Department

Part C.i – Details of new programme of study

**New programme**

**Intended Award**

**Year of Study**

Part C.ii – Module credit details

**Number of credits from the existing programme of study which will become part of the new programme**

**Remaining number of credits required from the new programme of study to qualify for the final award stated**

**Will the proposed transfer require the student to go on leave of absence?**

YES/NO

You must note any of the following:

**Repeat Study**

**Missed essential teaching**

**Waiving of credit**

**Exemptions from assessment**

Part C.iii – Please note that this section must be completed in order for the transfer to be processed

**Transfer effective from date**

**New HoD**  
(please print)

(of new programme/route)

**Signed**

**Date**